

MEDICATION ADMINISTRATION PROGRAM REQUIREMENTS

A. Program Length and Distribution of Hours

1. Course is a minimum of 20 hours.
2. Course includes 16 hours of classroom instruction.

- **Please Note:** A variety of teaching methods may be utilized in achieving the 16 hours of classroom instruction such as independent study, video instruction, etc.

B. Curriculum - The training program must include:

1. General information relevant to medication administration including:
 - a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration, and recording of controlled substances;
 - b) Ethical issues;
 - c) Terminology, abbreviations, and symbols;
 - d) Medication administration systems;
 - e) Forms of medication;
 - f) Procedures and routes of medication administration (oral, rectal topical, vaginal, inhalation);
 - g) Medication references; and
 - h) The role of unlicensed assistance personnel in administering medications;
 - i) The five rights of medication administration: right patient, right medication, right dose, right time, right route; and
 - j) Infection control policies and procedures.
2. An overview of the major categories of medications related to the body systems, including:

a) Cardiovascular;	g) Reproductive;
b) Endocrine;	h) Respiratory;
c) Gastrointestinal;	i) Sensory;
d) Integumentary;	j) Urinary; and
e) Musculoskeletal;	k) Immune
f) Nervous;	
3. Additional instruction shall include those categories of medications relevant to the health care setting where the unlicensed person will be employed; and
4. Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence.
5. Faculty is a registered nurse with two years of clinical nursing experience.
6. The faculty to student ratio does not exceed 1:8 in the clinical setting. A 1:1 ratio is required for skills performance evaluation.

C. Performance Evaluation

1. Tests are developed for each unit in the curriculum, including a final test. A skills performance evaluation must be conducted.
2. A passing score of 85 percent is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.
3. A completion certificate is awarded to a person who has successfully completed the training program. The certificate must include the name and location of the completion, the full name of the person who completed the program, the signature of the faculty member in charge of the course, and the date the certificate was awarded; and

D. Maintenance of Records

1. Records are maintained which include documentation of the following:
 - a. Each person enrolled in the program, including documentation of performance and the date and reason the person withdrew or the date the person failed or completed the program;
 - b. Each faculty member teaching the program, including qualifications and nursing experience;
 - c. The curriculum plan and revisions;
 - d. All test administered; and
 - e. A list of graduates of the program who were awarded certificates and the date of the award.